Updated and Error-free Microsoft MO-210 Exam Practice Test Questions

Microsoft Excel Exam MO-210 (Microsoft 365) test questions and answers

How do you insert multiple rows/columns at once? - answer Highlight where you want new rows/columns to be.

Home tab --> Insert --> Row/Column

What is =RANDBETWEEN( )?

How do you format the function? - answer random number generator between two numbers (X, Y)

=RANDBETWEEN(x,y)

What is =SEQUENCE( )?

How do you format the function? - answer produces a sequence of numbers in a row x column format

=SEQUENCE (# of rows, # of columns, start #, increment)

How do you reference a named range from another worksheet? - answer =[sheetname]![name of defined range]

What is =ROWS( )? - answer returns the number of rows of a reference

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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q17-Q22):

NEW QUESTION # 17
Instructions
Exam Environment
Exam Interface and Controls
The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project tasks.
□
Overview:
Clearance Sale
You are the administrative assistant for a retail company that is going out of business. You've been tasked to prepare a workbook for the clearance sale.
Task 1:
On the Sold worksheet, insert a new column before column A.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
Task 1: Insert a new column before column A
To insert a new column at the very beginning of your worksheet, follow these steps:
* Select Column A: Click directly on the letter 'A' at the top of the first column to select the entire column.
* Open the Insert Menu: There are two ways to do this:
* Option A (Right-Click): Right-click anywhere on the selected column and choose Insert from the context menu.
* Option B (Ribbon): On the Home tab, go to the Cells group, click the arrow next to Insert, and select Insert Sheet Columns.
□
Verification
Once completed, your original "Item Type" column (previously Column A) will shift to Column B, and you will have a brand new, empty Column A at the start of your worksheet.

NEW QUESTION # 18
Instructions
Exam Environment
Exam Interface and Controls
The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project tasks.
□
Overview:
Car Warranty
You are the supervisor for a Car Warranty Center. You use Excel to report employee hours and telephone calls.
Task 1:
On the Average Call Time worksheet, use an Excel feature to copy the sparkline into all the vacant cells of the Trend column.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
n Excel 365, the most efficient way to do this is using the AutoFill feature or simply dragging the fill handle.
Here is your step-by-step solution:
Step 1: Switch to the Correct Worksheet
Ensure you are on the Average Call Time worksheet. Click the red tab at the bottom of the screen to switch from the "Employee Hours" view (shown in your image) to the call time data.
Step 2: Identify the Sparkline
Locate the first cell in the Trend column that already contains a Sparkline (likely cell F4 or similar, depending on your layout).
Step 3: Use the Fill Handle to Copy

* Hover your mouse over thebottom-right cornerof the cell containing the sparkline.
* Your cursor will change from a thick white cross to athin black cross (+).
* Click and dragthe fill handle down to the bottom of the column to fill all the vacant cells in the
"Trend" column.
Pro Tip:Alternatively, you can simplydouble-clickthe thin black cross (fill handle), and Excel will automatically fill the sparklines
down to the last row of your data.

Alternative Method: Using the Ribbon
If you prefer using the menu interface:
* Select the cellwith the existing sparkline and all theempty cells below itwhere you want the sparklines to appear.
* Go to theHometab.
* In theEditinggroup, click theFillicon (downward arrow).
* SelectDown.

NEW QUESTION # 19
Instructions
Exam Environment
Exam Interface and Controls
The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project
tasks.

Overview:
Jelly Beans
A shop you manage sells gourmet jelly beans. You are tracking the amount of jelly beans sold each quarter and summarizing the
information in aworkbook.
Task 3:
On the Chart worksheet, include the Total Profit data on the Flavor Expenses, Income and Profit chart.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To include theTotal Profitdata in your existing chart on theChartworksheet, follow these steps:
Step 1: Navigate to the Chart
* Click on theChartworksheet tab at the bottom of the Excel window.
* Click once on theFlavor Expenses, Income and Profitchart to select it. When selected, you will see the Chart
DesignandFormattabs appear on the Ribbon.
Step 2: Open the Select Data Source Window
* Go to theChart Designtab.
* In theDatagroup, click on theSelect Databutton. This will open theSelect Data Sourcedialog box.
Step 3: Add the Total Profit Series
* In theLegend Entries (Series)section on the left side of the dialog box, click theAddbutton.
* AnEdit Serieswindow will appear:
* Series name:Click on theProfitsworksheet tab and select cellG3(which contains the header
"Total Profit").
* Series values:Clear any existing text in the box, then highlight the rangeG4:G23on theProfits worksheet (containing the actual profit
numbers).
* ClickOKon the Edit Series window.
* ClickOKagain on the Select Data Source dialog box to apply the changes.

Final Result
The chart will now display a third set of bars (likely orange, as seen in your preview) representing theTotal Profitfor each flavor
alongside the existing Expense and Income data.

NEW QUESTION # 20
Instructions
Exam Environment
Exam Interface and Controls
The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project

tasks.

Farm Feeds:

You are the assistant manager for a farm pet feed store. You are creating an inventory report.

Task 4:

On the Organic Feed worksheet, format the data range A3:F10 as a table that has headers. Apply the Lime, Table Style Light 14 format.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To completeTask 4: Format a range as a table with a specific style on the Organic Feed worksheet, follow these steps:

Step 1: Select the "Organic Feed" Worksheet

Navigate to the correct worksheet by clicking theOrganic Feedtab at the bottom of the Excel window.

Step 2: Select the Data Range

Highlight the specific range mentioned in the task:

* Click and drag your mouse to select cells fromA3toF10.

* Ensure the selection includes the header row (SKU#, Brand, Description, etc.) and all data rows down to row 10.

Step 3: Format as Table

* Go to theHometab on the Ribbon.

* In theStylesgroup, click theFormat as Tablebutton.

Step 4: Apply the Specific Table Style

* A gallery of styles will appear. Look for theLightsection.

* Find and click onLime, Table Style Light 14(this is usually the last style in the second row of the Light section, featuring a lime green header).

Step 5: Confirm Headers

* A small "Format As Table" dialog box will pop up.

* Ensure the checkbox forMy table has headersischecked.

* ClickOK.

Final Result

The data range will now be converted into a functional table with filter buttons in the header row and the lime green styling applied.

NEW QUESTION # 21

Instructions

Exam Environment

Exam Interface and Controls

The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project tasks.

Overview:

Jelly Beans

A shop you manage sells gourmet jelly beans. You are tracking the amount of jelly beans sold each quarter and summarizing the information in aworkbook.

Task 2:

Use a builtin Excel feature to copy all of the formatting of cell range A2:G2 located on the Profits worksheet and apply that formatting to cell A2 on theCosts worksheet.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To transfer the formatting from theProfitsworksheet to theCostsworksheet while maintaining consistency, follow these steps:

Step 1: Copy the Source Formatting

* Click on theProfitsworksheet tab at the bottom of your Excel window.

* Select the cell rangeA2:G2.

* On theHometab, in theClipboardgroup, click theFormat Painterbutton (it looks like a paintbrush).

* Tip: Your cursor will now have a small paintbrush icon next to it, indicating the formatting is

"loaded" and ready to be pasted.

Step 2: Apply Formatting to the Destination
* Click on theCostsworksheet tab (the one shown in your provided image).
* Click directly onCell A2(the cell containing "Production Costs (per pound)").
* Excel will automatically apply the formatting across the range starting from A2 to match the original source.
Final Result
The cell range in theCostsworksheet should now match the style (font, background color, and borders) of the Profitsworksheet. The grey shading currently visible in your image in rangeB2:G2will be replaced by the style from the first sheet.

NEW QUESTION # 22

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